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*Approved by HGR
GEM 4 Nov 54
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OFFICE OF PERSONNEL MEMORANDUM NO. 5-130-

SUBJECT : Development and Coordination of Policies within the Office of Personnel

RESCISSION: *OPM S-100-1 (87-53),*
EDM 87-53, Development and Coordination of Regulatory
Issuances, dated 26 October 1953

1. The provisions of this memorandum will govern the development and coordination of policies and procedures within the Office of Personnel. They will apply to staff studies, memoranda, regulatory issuances (Regulations, Notices, and Handbooks) which involve Agency or internal policies, standards, and procedures.

2. Any proposal affecting personnel policy or procedure or operations of the Office of Personnel, generated within or outside of the Office, will be referred to all Staff and Division Chiefs for review and comment prior to any recommendation to the Office of the Assistant Director for Personnel. This rule will not necessarily be applied when the material involved is so limited in scope as to have no bearing on the functions or responsibilities of a particular Staff or Division or, in emergency situations, when full coordination cannot be accomplished within the time available. All materials which are to be presented to the CIA Career Council will be referred to all Staff and Division Chiefs for review and comment before they are prepared in final form for inclusion on the Council's agenda.

3. The Planning and Analysis Staff is responsible for carrying out coordination of materials in accordance with the provisions of paragraph 2 above. Proposals which are initiated within the Office of Personnel or which are referred to the Office of Personnel from other Agency components

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will be transmitted to the ~~Planning and Analysis Staff~~ for such coordination. Whenever exceptions are made by the ~~Planning and Analysis Staff~~ because of limited applicability of the material or because of time limitations, an appropriate notation will be made on the material when it is forwarded for action in the Office of the Assistant Director for Personnel.

4. Drafting of new or revised regulations, procedural guides and notices to be issued in the Agency regulatory series or as internal Office of Personnel instructions will be initiated by PAS in collaboration with representatives of the other elements of the Office of Personnel concerned. This does not preclude initiation of such drafting by the Staff or Division concerned when the proposal is generally limited to its functional responsibilities; however, in this case, participation of PAS in ^{early} ~~any~~ ^{and Development} discussions is highly desirable to facilitate subsequent review and coordination.

5. Agency issuances will in most cases reflect responsibilities and procedures at Agency level in terms of the major organizational components involved. Procedures established in Office of Personnel Memoranda will be described in terms of the lowest organizational element necessary to define the requirement; this rule will be observed to obviate the necessity for separate divisional instructions supplementing the OPM.

George E. Meloon
Deputy Assistant Director
for Personnel